

# AIR NATIONAL GUARD TECHNICIAN ANNOUNCEMENT NON-BARGAINING UNIT



**HUMAN RESOURCES  
OFFICE**  
**Washington National  
Guard**  
**Building 33, Camp Murray**  
**Tacoma, WA 98430-5130**

**Announcement number**  
10-089-ANG  
**Opening Date**  
21 July 2010

**Position Title, Series & Grade**  
Administrative Support Technician  
(OA), GS-0303-05/06

**PD Number:**  
D1436000

**APPLICATIONS WILL BE ACCEPTED UNTIL 4:30  
(3:30 IF TURNED IN AT 141 ARW REMOTE HRO) ON:**  
19 August 2010

**Location of Position:**

141 ARW  
Fairchild AFB, WA

**Baseline physical**

**An employment physical may be required within 90 days of  
employment per OSHA regulation and NGB\* \*this physical will  
be used to determine fitness and eligibility for continued  
employment.**

**Salary Range:**

\$31,315 PA to \$40,706 PA  
\$34,907 PA to \$45,376 PA

**Website address:**

[http://mil.wa.gov/jobs/federal\\_job\\_ops.shtml](http://mil.wa.gov/jobs/federal_job_ops.shtml)

## APPOINTMENT FACTORS

**Area of Consideration**

☐ **Area A - Nationwide Excepted:**

Anyone eligible for immediate enlistment and/or  
commissioning in the Washington Air and/or  
Army National Guard.

☒ **Area B - In-state Excepted:** All  
participating members of the Washington Air  
and/or Army National Guard.

☒ **Area C - In-service Excepted:** All  
presently employed permanent excepted  
technicians, indefinite accepted technicians,  
and AGR members with excepted technician  
reemployment rights to the Washington Air  
National Guard.

☐ **Area D - In-service Competitive:** All  
presently employed permanent competitive  
technicians of the Washington Air National  
Guard.

**CURRENT BARGAINING UNIT STATUS**

☐ Bargaining Unit

☒ **Non-Bargaining Unit**

**Appointment Factors:**

☐ Officer

☒ **Enlisted**

☐ Warrant Officer

☐ NDS (Competitive)

☒ **Permanent**

☐ Indefinite\*

☐ Temporary\*

## Military Assignment & Grade Requirements

**AFSC:** 3D0X1

Applicants need not be assigned to the position or  
possess the AFSC to apply or be considered for  
selection. Selected applicant must be assigned to  
a compatible Military position and attain AFSC  
within 1 year of appointment action.

**Military Grade Available:**

TSgt and Below

Please note: Grade Inversion will not be permitted TPR  
300 (302.7, change 8 para c)

### Permanent Change of Station

- ☒ PCS expenses are not authorized ☐ PCS expenses are authorized  
☐ PCS expenses may not be authorized, however a waiver may be considered if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard.

### AGR announcement

This position is also being offered as an AGR position. See Military Vacancy Announcement **10-608**.

### Minimum Requirements for Consideration

**General Experience:** Administrative or clerical experience, education, or training which demonstrates the candidates ability to perform the duties of the position.

**Specialized Experience:** Must have **6 months for GS-05**. May be promoted to GS-06 without further competition upon completion of an IDP. Must have **9 months for GS-06** which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position.

**Other Requirements:** Must have or be able to acquire a **SECRET** security clearance.

### The following Selective Placement Factors (SPFs) will be considered in the evaluation process

**Element I** – Knowledge of rules, regulations and procedures for establishing and maintaining files and records.

**Element II** – Knowledge of specialized procedures and technical application of the administrative work.

**Element III** – Skill in gathering information, compiling data and preparing reports.

**Element IV** – Skill in communicating both orally and in writing.

### Employment Conditions

1. Technicians are paid through direct deposit/electronic funds transfer.
2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government.
3. Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.
4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician.
5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f)

**Only the work Experience and Qualifications/Education you show on the OF612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.**

### SUMMARY OF DUTIES

This position is located within an Air National Guard unit. Its primary purpose is to serve as the focal point, local authority and expert source for information in providing a wide variety of orderly room/administrative support for the organization. These support responsibilities are comprised of the following type of duties. Serves as the focal point, local authority and expert source for information for all administrative functions of the unit. As Work Group Administrator provides technical support and troubleshooting for daily network operations including identifying issues and resolving problems, and documenting the problem history and solution. Assignments are given with information on general administrative changes, deadlines, and priorities. Performs other duties as assigned.

## HOW TO APPLY

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:

- MIL Form 175 "Application for Technician Vacancy"
- MIL Form 174 "Chronological Listing of Military Service"
- OF 306 "Declaration for Federal Employment"
- SF 181 "Race and National Origin Identification"
- SF 256 "Self-Identification of Handicap"
- Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
- One of the following:
  - a) OF 612 "Application for Federal Employment"
  - b) Personal Resume, or
  - c) SF 171 "Personal Qualification Statement". Whatever form is used, please only list experience related to the position you are applying for. **IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.**
- Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. **EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION.** The level of experience will be determined by the actual duties and responsibilities performed.

(Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

\*\*To obtain forms online go to: [http://mil.wa.gov/jobs/federal\\_job\\_ops.shtml](http://mil.wa.gov/jobs/federal_job_ops.shtml)

**\*\*Mail or Hand Deliver** forms to: HRO Attn: Staffing Section  
Building 33, Camp Murray  
Tacoma, WA 98430-5130

**(Faxed and Scanned copies will not be accepted)**

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED AND WILL BE RETURNED.**

**\*Documents requiring a signature must be turned in with the original signature and date, including the Personal Resume.**

3. College Transcripts MUST be submitted for professional positions or when substituting education for experience.

4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.

**5. EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction 36-1010.

**For additional information:** HRO STAFFING SECTION  
Phone (253) 512-7835  
DSN 323-7835